



# ***Manager's Report***

***For Council Meeting 9/24/02***

## **FINANCE**

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Amy Looman Freelance Photography	531 Tuliptree Sq NE	Photography
B & B Ceramic Tile	23 Leesburg Mobile Park	Tile Installation
Carmo Cleaning Service	653 Constellation Sq Ste C	Janitorial Service
Cash & Go Inc	13 Catoctin Cr SE	Payday Lender
Donna Marie's Antiques & Collect.	32 S King St	Retail - Antiques
Genoa Corporation	605 Kristin Ct SE	Consulting
Joe Latham Guitars & Repairs	11 W Market St	Repair
KSJ Technologies	308 Valley View Ave SW	Web Design
Kelican, Christine E	627 Cobbler Ter SW	Child Care
Personal Protection	663 Springhouse Sq SE	Retail
Red Shell	672 McLeary Sq SE	Computer Consulting
Reitha's Bridal (new owner)	707-E East Market St	Retail – Bridal
Stoneledge Pens	118 Stoneledge Pl NE	Retail – Pens
Tattoos From the Box	7 N King St	Tattoo Artist
The Unicorn Candy Company	110 Oakcrest Manor Dr NE	Retail – Candy

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period August 24 through September 6, 2002

<u><b>New Hires</b></u>	<u><b>Position</b></u>	<u><b>Department</b></u>
Jeremy Payne	Fitness Supervisor	Parks and Recreation
Amber Janak	Assistant Fitness Supervisor	Parks and Recreation

<u><b>Resignations</b></u>	<u><b>Position</b></u>	<u><b>Department</b></u>
Lea Schillero	Detective	Police
Stacy Ours	Communications Technician	Police

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period September 3, 2002-September 17, 2002**

- Tavistock Farms, Goddard day Care, Development Plan
- Stowers Recreation Center, Development Plan,
- Potomac Station Section 10, Final Plat
- Tavistock Commercial & Multifamily – Architectural Elevations
- Battlefield Shopping Center, Staples & Michaels, Development Plan, Approved
- Pershing and Wilson Avenue CIP
- Potomac Crossing, Section 7b – Final Plat
- Hawks View Glen, Development Plan
- Francis Reid Elementary & Smarts Mill Middle School, Rough Grading Plan, Approved
- Francis Reid Elementary & Smarts Mill Middle School, Development Plan, Conditionally Approved
- Francis Reid Elementary & Smarts Mill Middle School, variation to the Required Public Improvements on Dry Hollow Road
- Tollhouse Center Office Building, Development Plan

**Plans reviewed during the period September 3, 2002-September 17, 2002**

- Tollhouse Center Office Building, Development Plan
- Loudoun County Volunteer Rescue Squad, 1st submission
- Francis Reid Elementary & Smarts Mill Middle School, Rough Grading Plan, Approved
- Francis Reid Elementary & Smarts Mill Middle School, Development Plan, Conditionally Approved
- Francis Reid Elementary & Smarts Mill Middle School, variation to the Required Public Improvements on dry Hollow Road, PC, Public Hearing October 3, 2002
- Leesburg Station Auto Wash, development Plan, 1<sup>st</sup> submittal
- Jerry's Chevrolet/Oldsmobile, Development Plan, 1<sup>st</sup> submittal
- Meadow Brooke Farms Estate, Sketch Plan
- Potomac Station Retail, Rough Grading Plan, 1<sup>st</sup> submittal
- Showers Phase 3 Section 4, Development Plan, 1<sup>st</sup> submittal
- Kincaid Forest Section 12 Storm Drain Vacation Plat, 1<sup>st</sup> submittal
- Stratford Land Bay d, Development Plan, 2<sup>nd</sup> Submittal

**Comprehensive Planning****Special Exceptions**

**SE 2002-01:** 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission voted to recommend approval of this application (as recommended by staff) at the September 5<sup>th</sup> meeting. A preview before the Town Council is scheduled for September 23<sup>rd</sup>, a worksession October 7<sup>th</sup> and a public hearing October 8<sup>th</sup>.

**SE 2002-02:** God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission public hearing was held August 1<sup>st</sup>. Due to proposed additional revisions to the plans, this application will come back before the Planning Commission in a second worksession on a future date. No meetings are scheduled at this time.

SE 2002-03: Catoctin Circle First Citizens Bank – This application was officially accepted for processing on June 25<sup>th</sup>. The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession took place September 5<sup>th</sup> and the public hearing is scheduled for September 19<sup>th</sup>.

### **Rezoning**

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18<sup>th</sup> and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9<sup>th</sup> and May 23<sup>rd</sup> and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission was scheduled for September 5, 2002 but the applicant is making revisions and has chosen to postpone this preview until a date yet unknown.

ZM 2002-02 Loudoun County Courts Project, Proffer Amendment: The applicant is seeking to amend proffers to allow for parking to be constructed in phases. A preview before the Planning Commission is tentatively scheduled for October 17<sup>th</sup> and a public hearing is tentative scheduled for November 7<sup>th</sup>.

### **ZONING PERMITS ISSUED 02-1183 –02-1237**

#### **Zoning Permits Issued Residential**

Edwards Landing 23 SFD @ \$100,000 & \$105,000  
Potomac Crossing 1 SFD @ \$105,000

#### **Zoning Permits Issued Commercial**

217 Edwards Ferry Road NE Museum \$800,000  
241 Fort Evans Road NE #677 Interior Fit In

#### **Occupancy Permits Residential**

Potomac Crossing 2 SFD  
Potomac Station 6 SFD  
Potomac Station 1 SFA  
Potomac Station Apartments Building A Units 101-308 (25 Units)  
Tavistock 2 SFA  
Kincaid Forest 1 SFD  
Beauregard Heights 1 SFD  
Drymill 1 SFA  
Exeter Hills 1 SFD  
Edwards Landing 1 SFA

#### **Occupancy Permits Commercial**

**None issued**

**WATER & SEWER ADMINISTRATION**

During this time frame there were 87 Public Facility Permits issued totaling \$83,437.00; 73 work orders issued for meter sets and 27 work orders for requests for occupancy inspection were issued.

**Capital Projects Update**

- Cardinal Park Sewer – Contractor has finished all work on Cardinal Park Drive and all pump stations abandoned. They have also finished work on Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and a part of King Street. The Catoctin Circle portion will be completed the week of September 16<sup>th</sup>, 2002.
- Evergreen Mill sewer forcemain notice to proceed was September 16<sup>th</sup>. Priority for this job will be to begin work on Alpine Drive before the developers scheduled paving.
- During this period two plans were reviewed for development within the service area. Also five requests were processed for water and sewer modeling.
- Preliminary revised report for the tank siting and low pressure complaints have been reviewed by staff and we are awaiting the final report for presentation to Town Council. The balloon testing of all proposed tank sites has been completed and photo enhancements have begun. These photos, along with the tank siting report will be submitted to Town Council within the next few weeks.

**WATER SUPPLY DIVISION****Training:**

Randy Shoemaker, Amy Wyks and Larry Taylor attended the Virginia AWWA & VWEA joint annual meeting in Virginia Beach, September 9 – 12, 2002.

**UTILITY LINES DIVISION****Training:**

Ken Binder attended a safety meeting on Infectious Control at the Water Treatment Plant.

**TOWN OF LEESBURG**

Full-time vacancies as of September 20, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<b>Econ Dev</b>	1	Admin Associate II	3/9/01	√	√	On hold			
	1	Director	7/11/02	On hold					
<b>Eng &amp; PW</b>	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Maintenance Worker II	6/20/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√				
	1	Lead Automotive Tech	9/16/02	√					
<b>P&amp;R</b>	1	Asst Pool Supervisor	7/1/02	√	√	√	√	√	√
	1	Front Desk Supervisor	7/1/02	√	√	√	√	√	
	2	Custodian	7/1/02	√	√	√			
<b>P&amp;Z</b>	2	Senior Planner	7/1/02	√	√				
	2	Planner	7/1/02	√	√				
	1	Zoning Inspector	7/1/02	√	√	√	√	√	√
<b>Police</b>	5	Police Officer	7/1/02	√	√	√	√		
	1	Police Officer	8/9/02	√	√				
<b>Util Admin</b>	1	Senior Engineer	7/1/02	<u>On hold</u>					
<b>Util Lines</b>	1	Inspector Supervisor	7/1/02	√	√	√	√	√	√
	1	Inspector	7/1/02	√	√	√	√	√	√
	1	Inspector	7/30/02	√	√	√	√		
	1	Infiltration/Inflow Tech	7/31/02	√	√				
<b>Water</b>	1	Utility Operator	10/1/02	√	√				
<b>Wastewater</b>	1	Sr Operator	7/1/02	√	√				
	1	Operator	7/20/02	√	√				
<b><u>TOTAL</u></b>	29								

R.S. Noe